



FINANCE DEPARTMENT

MAKING A CASH CANNABIS PERMIT PAYMENT

Important Information:

These instructions only apply to cash payments over \$3,000.
Exact change is required, please refer to the amount due on the PED printout.

To schedule an appointment:

- Email jdewitt@srcity.org and msilverio@srcity.org to schedule an appointment to pay your Cannabis Permit Application Processing Fee. For the subject of the email, please use "Request for Appt". The body of the email should include your application name and number.
- OR
- You can call Jennifer at 707-543-3153 or Manny at 707-543-3163 to schedule an appointment.

At the time of your scheduled appointment:

- 1) Bring your printout from PED to your scheduled appointment.
- 2) Cash should be neat and organized by denomination, facing the same direction. Any questionable currency will not be accepted and returned to you for replacement.
- 3) Your payment will be counted as you wait, and a receipt will be issued. For your safety and ours, the entire transaction will be video monitored.
- 4) The Finance Department will notify PED of your payment by the end of the business day. PED will finalize your application submittal based on the payment confirmation.